



UNITED NATIONS RELIEF AND WORKS AGENCY  
FOR PALESTINE REFUGEES IN THE NEAR EAST  
UNRWA

**Do you have the dedication, skills, knowledge and experience to help us improve the life of Palestine refugees? The United Nations Relief and Works Agency offers challenging opportunities for professionals interested working in a results-driven and diverse environment. If you are then we would like to hear from you.**

UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

***Associate Human Resources Officer***  
***For internal staff members only***

<b>Location</b>	Gaza Field
<b>Type of Appointment</b>	Fixed Term
<b>Deadline for Application</b>	12 January 2017
<b>Vacancy Announcement Number</b>	10-12-2016
<b>Grade</b>	13
<b>Department/Division</b>	Human Resources (Recruitment)

**MAIN RESPONSIBILITIES**

In accordance with Agency policy and procedures, the ideal candidate:

- Participates in the recruitment process for Area staff including teaching staff and laborers; participates in interview boards as required; maintains and monitors “daily paid workers” rosters within the field;
- Screens applications against established criteria and raises discrepancies with the concerned department and advises the Recruitment Officer and/or Human Resources Career Management Officer accordingly;
- Prepares vacancy advertisements and ensures compliance with post descriptions and production of effective material for advertisement; coordinates preparation and administration of technical tests and interviews;
- Assists the Recruitment Officer in coordinating with hiring managers on recruitment plans, ensuring that concerned parties agree on timelines and that recruitments are carried out within the overall recruitment plan;
- Prepares and updates the recruitment reports and rosters on a regular basis to include planned tests and interviews, establishment of incumbent profiles, analyses of statistical information and establishment of shortlists;
- Contacts applicants and candidates, responds to queries, and arranges appointments for interview boards and tests;
- The incumbent may be required to work beyond normal duty hours.
- Performs such other duties as may be assigned.

**PERSONAL & PROFESSIONAL COMPETENCIES**

- A university degree in human resources management, public or business administration or any other related field.

- At least three years of experience in human resources management or personnel administration; experience in recruitment is preferred.
- Good command of spoken and written English and Arabic.
- Proven analytical skills, ability to identify needs;
- Ability to implement various recruitment programmes;
- High ethical standards;
- Ability to establish priorities, coordinate and monitor own work.
- It is desirable to have formal training in human resources management and recruitment.

## CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$1,274.80; and monthly dependency allowance up to \$123.25 and Group Medical Insurance GMI \$12.00;
- Contract Duration: Three years including 1 year probation period.
- Leave: 30 days annual leave
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

## EQUIVALENCY

Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered

## ASSESSMENT METHOD

Qualified candidates will be required to undergo tests and a competency based interview. To learn more about positive and negative indicators of professional behaviours within the UN competencies, you may review the [UN Competency Development – A Practical Guide](#)

## GENERAL INFORMATION

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها الالتزام بأعلى معايير الاستقامة والحياد والنزاهة. ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائل غير العنيفة في حل كافة أشكال النزاعات. المتوقع من موظفي الأونروا أن يقوموا بدعم هذه القيم في كافة الأوقات، سواء في أماكن العمل أم خارجه. إن أولئك الأشخاص الذين يتمتعون بالالتزام الكامل وغير المشروط بهذه القيم هم فقط الذين ينبغي أن يتقدموا بطلباتهم للعمل لدى الأونروا. الأونروا هي بيئة عمل يمنع فيها التدخين

UNRWA encourages applications from qualified and experienced women. It is Agency policy to give full consideration to disabled candidates whose disability does not militate against the effective performance of the duties of the post. UNRWA is an equal opportunity employer and welcomes applications equally from men and women. Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. With their prior agreement, candidates who are approved as suitable for appointment but are not the selected candidate for this vacancy, will be placed on the Agency's roster of pre-approved candidates for a period of up to one year, and may be considered for future vacancies in the same position. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

## HOW TO APPLY

If you have got the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on <http://jobs.unrwa.ps> by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts

28 December 2016